

Original



**Request for Proposal for  
Electronic Visit Verification (EVV)**

**Solicitation No: CRFP 0511 BMS2000000001**

**Submitted to:**

**Brittany Ingraham, Senior Buyer**

**Department of Administration, Purchasing Division**

**2019 Washington Street East**

**Charleston, WV 25305-0130**

**Cost Proposal**

**Bid Opening Date: March 12, 2020**

[www.TherapServices.net](http://www.TherapServices.net)

**Attachment 2  
Cost Proposal**

<b>Table 13: Total Cost</b>			
<b>Implementation Cost (All Inclusive) - 6 Months</b>			
<b>Expense</b>			<b>Cost</b>
1.	Payment Milestone Total (see Table 14)	<b>1)</b>	<b>\$ 450,006</b>
2.	Project Management Recurring Deliverables Total (see Table 15)	<b>2)</b>	<b>\$ 10,000</b>
3.	Training and Meeting Facility	<b>3)</b>	<b>\$ 10,000</b>
<b>Total Not to Exceed 6-Month Implementation Cost<sup>1,2</sup></b> <i>(Sum of Expense Costs.)</i>			<b>\$ 470,006</b>
<b>Operations Cost</b>			
<b>Contract Year</b>	<b>Monthly Operations Cost<sup>4,5</sup></b>		<b>Annual Cost</b> <i>(Sum of Monthly Operational Cost and Cost of all Enhancement hours for each year.)</i>
Base Contract Period: Base 1st year (excluding 6 month implementation): <sup>2</sup> (See Instruction 1.6) <sup>3,5,6</sup>	<b>\$ 23,450</b>	<b>x 6</b>	<b>\$ 327,200</b>
	<b>\$ 186,500</b>	<b>(2,000 hours)</b>	
Base Year 2: (See Instruction 1.6) <sup>5,6</sup>	<b>\$ 23,450</b>	<b>x 12</b>	<b>\$ 654,400</b>
	<b>\$ 373,000</b>	<b>(4,000 hours)</b>	
Base Year 3: (See Instruction 1.6) <sup>5,6</sup>	<b>\$ 23,450</b>	<b>x 12</b>	<b>\$ 654,400</b>
	<b>\$ 373,000</b>	<b>(4,000 hours)</b>	
Base Year 4: (See Instruction 1.6) <sup>5,6</sup>	<b>\$ 23,450</b>	<b>x 12</b>	<b>\$ 654,400</b>
	<b>\$ 373,000</b>	<b>(4,000 hours)</b>	
Base Year 5: (See Instruction 1.6) <sup>5,6</sup>	<b>\$ 23,450</b>	<b>x 12</b>	<b>\$ 654,400</b>
	<b>\$ 373,000</b>	<b>(4,000 hours)</b>	
Optional Renewal Year 1: (See Instruction 1.6) <sup>5,6</sup>	<b>\$ 24,844</b>	<b>x 12</b>	<b>\$ 671,128</b>
	<b>\$ 373,000</b>	<b>(4,000 hours)</b>	
	<b>\$ 24,844</b>	<b>x 12</b>	<b>\$ 671,128</b>

Optional Renewal Year 2: (See Instruction 1.6)5,6	\$ 373,000	(4,000 hours)	
Optional Renewal Year 3: (See Instruction 1.6)5,6	\$ 24,844	x 12	\$ 671,128
	\$ 373,000	(4,000 hours)	
<b>Total Operations Cost<sup>4</sup></b> <i>(Sum of Operations Costs for all Contract Years.)</i>			<b>\$ 4,958,184</b>
<b>Total Vendor Cost</b>			<b>\$ 5,428,190</b>

**Total Cost Notes**

1. The Vendor shall be paid an Implementation Cost of the amount specified in the Vendor's proposal set forth in Table 13: Total Cost. Payment of the implementation cost of the contract shall be made by DHHR in accordance with Table 14: Implementation - Payment Milestones and Table 15: Implementation - Project Management Recurring Deliverables during the implementation phase of the contract. The amount paid for implementation costs shall not exceed the amount bid in this section. No one Task Group may exceed 35% of the total implementation cost.
2. The implementation period must not exceed six (6) months. The number of months in the operational Base 1<sup>st</sup> Year has been determined to be six (6) months to allow for a 6-month implementation.
3. All activities related to implementation must be completed prior to the operational start date.
4. During the Operations Phase of the Contract, the Vendor will be paid on a monthly basis in accordance with the Vendor's bid proposals as set forth in Table 13: Total Cost, which shall be firm and fixed for the period of the Contract. No specific or lump sum payment shall be made by DHHR for Closeout and Turnover activities, whether the Vendor performs those activities before or after the date of Contract termination.
5. Calculate Operations Costs for each contract year, divide the annual cost by the number of months, and enter monthly cost into Table 13: Total Cost, column: Operations Cost - Monthly Operations Cost/Enhancement Cost. Use the top cost line for each year.
6. Complete Table 16: Operations - Software Modifications and Enhancements Pool Cost (by Staff Role and Rate) for all years, calculate Total Cost per year, and enter into Table 17: Operations - Software Modifications and Enhancement Pool Total Cost (by Contract Year). Divide Total Cost from Table 17: Operations - Software Modifications and Enhancement Pool Total Cost (by Contract Year) by the number of months in the contract year and enter the monthly cost into Table 13: Total Cost column: Operations Cost - Monthly Operations Cost/Enhancement Cost. Use the bottom cost line for each year.
7. DHHR reserves the right to use more or less than the 4,000-hour budgeted allocation for enhancements. The rates provided by the Vendor shall apply regardless of the total number of hours used in any given year. The estimated hours by position in Table 16: Operations - Software Modifications and Enhancements Pool Cost (by Staff Role and Rate) and summarized in Table 17: Operations - Software Modifications and Enhancement Pool Total Cost (by Contract Year) are for cost proposal evaluation only, and all future charges will be based on the type of work and skillset needed for any

*enhancement or change request.*

8. *The cost proposal will be evaluated based on the Total Cost of Contract. The cost bid should include all Hosting and Disaster Recovery, Training and Meeting Facilities, Taxes, Licensing, Vendor's Training, Travel, and related expenses, including supplies and general administrative expenses.*

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Therap Services LLC  
(Company)

\_\_\_\_\_  
(203) 596-7553  
(Contact Phone/Fax Number)

\_\_\_\_\_  
James M. Kelly, Vice Chairman  
(Representative Name, Title)

\_\_\_\_\_  
03/08/2020  
(Date)

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

<b>Table 14: Implementation - Payment Milestones</b>		
<b>Payment Milestones</b>		
<b>Description</b>	<b>Payment Milestone Cost</b>	<b>Individual Deliverable Cost</b>
<i>Draft versions and maintenance of Deliverables are to be included in cost. All deliverables (other than D001 Project Kickoff Meeting) are listed alphabetically within milestone. No sequence expectations are implied.</i>		
<b>Task Group 1 - Project Initiation and Project Management Plan</b>		
<i>Payment Milestone 1: Project Initiation Complete</i>	\$ 22,506	
D001 Project Kickoff Meeting		2,250
D002 Change Management Plan		1,688
D003 Communication Management Plan		1,688
D004 Cost Management Plan		1,688
D005 Documentation Management Plan		1,688
D006 Modularity and Reusability Plan		1,688
D007 Project Work Plan		1,688
D008 Quality Management Plan		1,688
D009 Risk and Issue Management Plan		1,688
D010 Schedule Management Plan		1,688
D011 Scope Management Plan		1,688
D012 Staffing Management Plan		1,688
D013 Stakeholder Management Plan		1,688
<b>Task Group 2 - Solution Planning</b>		
<i>Payment Milestone 2: Solution Planning 1</i>	\$ 33,749	
D014 Data Management Plan (including Governance and Quality)		\$ 2,531
D015 Data Security, Privacy, and Confidentiality Plan		\$ 2,531
D016 Incident Management Plan		\$ 2,531
D017 Master Test Plan (Testing Management Plan)		\$ 3,375
D018 Privacy Impact Analysis		\$ 2,531
D019 Requirements Gap Analysis Document		\$ 13,500
D020 Requirements Management Plan		\$ 6,750
<i>Payment Milestone 3: Solution Planning 2</i>	\$ 33,751	
D021 Requirements Specification Document		\$ 10,125
D022 Requirements Traceability Matrix		\$ 10,125
D023 Safeguard Procedures Report		\$ 1,688
D024 Security Plan		\$ 3,375

D025	System Backup and Record Retention Plan		\$ 1,688
D026	System Requirement Document/Backlog User Stories or Use Cases		\$ 6,750
<b>Task Group 3 - Solution Design, Testing, and Operational Readiness</b>			
<i>Payment Milestone 4: Solution Design, Testing, and Operational Readiness 1</i>		\$ 90,000	
D027	Capacity Plan		\$ 4,500
D028	Configuration Management Plan		\$ 4,500
D029	Data Conversion Plan		\$ 18,000
D030	Data Conversion Test Cases		\$ 18,000
D031	Data Conversion Test Results		\$ 4,500
D032	Database Design Document and Data Models		\$ 18,000
D033	Detailed System Design Document		\$ 18,000
D034	Disaster Recovery and Business Continuity Plan		\$ 4,500
<i>Payment Milestone 5: Solution Design, Testing, and Operational Readiness 2</i>		\$ 90,000	
D035	Federal Certification and Review Management Plan		\$ 27,000
D036	Interface Inventory		\$ 18,000
D037	Load and Stress Test Cases		\$ 9,000
D038	Load and Stress Test Results		\$ 9,000
D039	Operational Readiness Plan		\$ 9,000
D040	Operational Readiness Test Scripts		\$ 9,000
D041	Operational Readiness Test Results		\$ 9,000
<i>Payment Milestone 6: Solution Design, Testing, and Operational Readiness 3</i>		\$ 90,000	
D042	Regression Test Cases		\$ 13,500
D043	Regression Test Results		\$ 4,500
D044	Reports and Forms Inventory		\$ 13,500
D045	System Integration Plan		\$ 9,000
D046	System Integration Test Cases		\$ 18,000
D047	System Integration Test Results		\$ 4,500
D048	Training Management Plan		\$ 4,500
D049	User Acceptance Test Cases		\$ 18,000
D050	User Acceptance Test Results and Letter of Completion		\$ 4,500
<b>Task Group 4 - Solution Deployment</b>			
<i>Payment Milestone 7: Deployment 1</i>		\$ 22,500	
D051	Cutover Play Book		\$ 2,250

D052	Federal Review Supporting Documentation		\$ 14,625
D053	Implementation Certification Letter		\$ 1,125
D054	Implementation Plan (Rollout Plan)		\$ 2,250
D055	Operations Change Management Plan		\$ 2,250
<i>Payment Milestone 8: Deployment 2</i>		\$ 22,500	
D056	Operational Milestone Review		\$ 4,500
D057	Product Screenshots, Reports, and Data Certification		\$ 4,500
D058	Report Distribution Schedule		\$ 4,500
D059	Solution Health Monitoring Plan		\$ 4,500
D060	System Operations Plan		\$ 4,500
<i>Payment Milestone 9: Deployment 3</i>		\$ 45,000	
D061	System and User Documentation		\$ 9,000
D062	Training Materials		\$ 9,000
D063	Training Report		\$ 9,000
D064	Training Schedule		\$ 9,000
D065	Turnover and Closeout Management Plan		\$ 9,000
<b>Total Payment Milestone Costs</b>		\$ 450,006	



<b>Table 15: Implementation - Project Management Recurring Deliverables</b>		
<b>Project Management: Recurring Deliverables</b>		
<b>Description</b> <i>This table includes recurring status reports and the deliverables mandating updates throughout Implementation.</i>	<b>Total Cost</b> <i>Total Cost will be broken into a DDI PM Monthly Invoice.</i>	<b>Recurring Deliverable Cost</b>
<b>Task Group 5- Project Monitor &amp; Control</b>		
<i>Payment - Monthly Implementation Project Management Invoice</i>		
	\$ 10,000	
D066	Project Schedule	\$ 1,500
D067	Project Status Reporting (Weekly and Monthly)	\$ 1,500
D068	Risk Register/Exception Plan	\$ 1,500
D069	Updated Project Management Components	\$ 2,000
D070	Updated Requirements Traceability Matrix	\$ 2,000
D071	Updated Training Management Plan	\$ 1,500



**Table 16: Operations - Software Modifications and Enhancements Pool Cost (by Staff Role and Rate)**

Contract Year	Account Manager			Project Manager			Quality Assurance Manager			Developer			Project Coordinator		
	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)	Hours	Rate	Cost (Hours x Rate)
Base Contract Period:															
Base 1st year	100	\$100	\$ 10,000	300	\$80	\$ 24,000	200	\$75	\$ 15,000	1300	\$100	\$ 130,000	100	\$75	\$ 7,500
Base Year 2:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Base Year 3:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Base Year 4:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Base Year 5:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Optional Renewal Year 1:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Optional Renewal Year 2:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000
Optional Renewal Year 3:	200	\$100	\$ 20,000	600	\$80	\$ 48,000	400	\$75	\$ 30,000	2600	\$100	\$ 260,000	200	\$75	\$ 15,000



Totals		\$	150,000		\$	360,000		\$	225,000		\$	1,950,000		\$	112,500
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**Table 17: Operations - Software Modifications and Enhancement Pool Total Cost ( by Contract Year)**

Contract Year	Total Enhancement Cost	
	Total Hours	Total Cost
Base Contract Period:		
Base 1st year	2000	\$ 186,500
Base Year 2:	4000	\$ 373,000
Base Year 3:	4000	\$ 373,000
Base Year 4:	4000	\$ 373,000
Base Year 5:	4000	\$ 373,000
Optional Renewal Year 1:	4000	\$ 373,000
Optional Renewal Year 2:	4000	\$ 373,000
Optional Renewal Year 3:	4000	\$ 373,000
Totals		\$ 2,797,500